



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
CMC-SPD
29 DEC 2004

PERSONAL

GREEN LETTER NO. 07-04

From: Commandant of the Marine Corps
To: All General Officers
All Senior Executive Service Members

Subj: VISITS BY GENERAL OFFICERS & SENIOR EXECUTIVE SERVICE
MEMBERS TO THE WASHINGTON DC AREA

1. It is important to me that your professional requirements are supported during your visits to the Washington, DC area and that your stay is as worry free as possible. Therefore, in addition to your adherence to the location reporting requirements set forth in MCO 5200.13G, I enjoin you to notify the Head, General Officer Desk of the Special Projects Directorate, in advance of your next visit to the area.

2. The General Officer Desk is tasked with providing assistance, when requested, to all general officers and senior executive service members visiting the Washington, DC area on official Marine Corps business. Available upon your request are the Visiting General's Office and the Visiting General's Support Plan. Both are available to active duty general officers and senior executive service members, and retired general officers. The Visiting General's Support Plan entails services such as pre-scheduled breakfast and lunch or pre-arranged transportation (active duty only) throughout the National Capital Region, and is available by itself should you not require the office space.

3. Contact the General Officer Desk by email (godesk@hqmc.usmc.mil) or telephone (703-693-9967/8, DSN 223) for a complete list of services to compose a plan that will meet your needs and contribute to the success of your visit.

4. Should the nature of your visit warrant an office call with the Commandant or the Assistant Commandant, please contact our offices via telephone (CMC: 703-614-2500, DSN 224, or ACMC: 614-1201, DSN 224).


M. W. Hagee